

User Guide for Online Permit Application & Emission Statement Submittals Using RADIUS 4.0

New Jersey Department of Environmental Protection
Air Quality Permitting Program

last updated: November 2012

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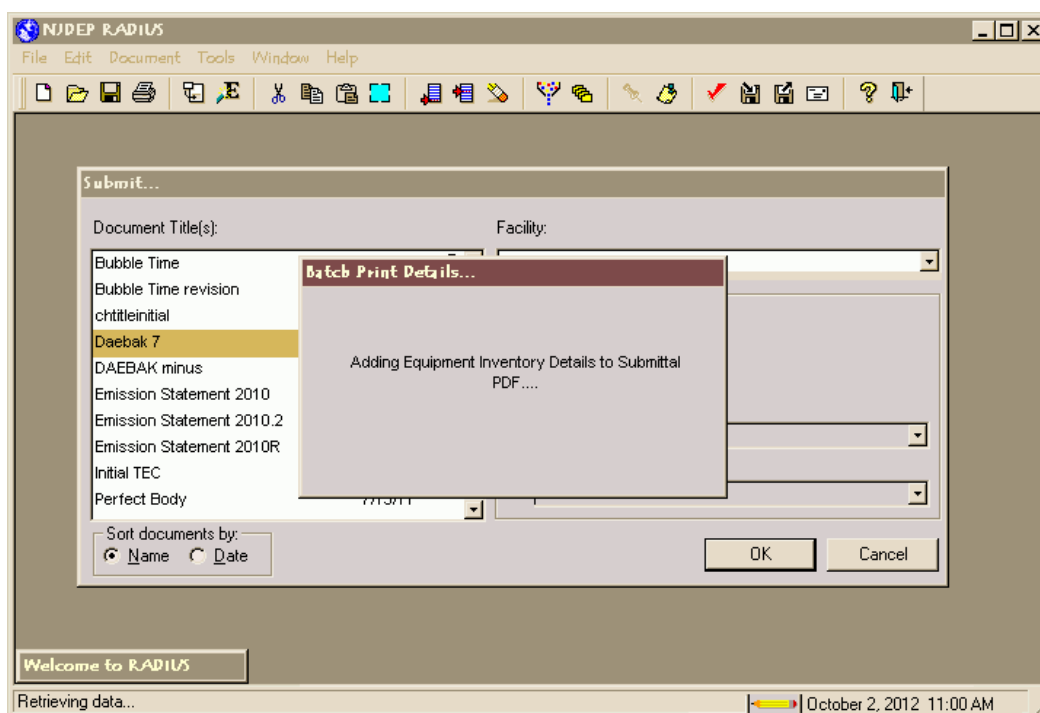
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What's new in RADIUS 4.0?

Changes to RADIUS

RADIUS has been modified to allow for online submittal of RADIUS emission statements and permit applications via DEP Online. Certification and payment of fees associated with the submittals can also be done online via this system.* For major source (Title V) facilities, the system has been made compatible with EPA's Cross-Media Electronic Reporting Regulation (CROMERR), which governs federally delegated programs and requires certain standards in methods of data collection and identity-proofing measures. (For more information on CROMERR, please visit EPA's CROMERR website at: <http://www.epa.gov/cromerr/index.html>.)

Most of the modifications that have been made to the RADIUS application to incorporate these changes are in the creation of Submittal files (i.e., files created using the *Submit* command in the *File* menu of RADIUS – not to be confused with the *File > Export* command). Submittal files have been modified for transmission through the online system, and contain an embedded PDF file of the information in the application, which is visible in DEP Online during and after the submittal process. When a RADIUS application is large, generation of this PDF file within the RADIUS application may take a while. During this process, you will see a screen like the one depicted below. In addition, since certification is now carried out in DEP Online, it is no longer done in RADIUS using PIN codes, as in previous versions of the application.



PDF generation within RADIUS

* Online payment is not available for emission statements or for Title V operating permit modification or renewal applications. Some permit application types do not have fees.

In addition to these changes, the ability to add attachments directly to a RADIUS file has been removed, and the administrative check for permits has been mostly disabled. Attachment upload is available as a step in the online submittal process. The administrative check for permit applications now checks only for entry of required contact types of Responsible Official, Air Permit Information Contact, and Fees/Billing Contact. This functionality may be updated as a full administrative completeness review in a future release of RADIUS, but it does not currently serve this purpose.

Submittal vs. Export

Because of the changes made to the Submittal file, an important distinction now exists between how Export and Submittal files should be used:

- For submittal of **permit applications** by **postal mail** to DEP, **Export** files should be used and accompanied by a paper certification.
- For **online submittal** of **permit applications** (via DEP Online), **Submittal** files must be used. The online system will not accept RADIUS Export files.
- For submission of **emission statements** either online or by postal mail, **Submittal** files must be used. (Files sent in by postal mail must also be accompanied by paper certification.)
- To transfer files from one computer to another, or to preserve files outside of RADIUS to import into a clean installation of RADIUS, **Export** files should be used. RADIUS will not be able to import a file created using the **Submittal** feature.

These changes are summarized in the following table.

Use of Export Files and Submittal Files

Export Files	<ul style="list-style-type: none">• transfer of data from one computer to another• permit application by mail with paper certification
Submittal Files	<ul style="list-style-type: none">• all emission statement submittals (paper & online)• online permit applications

To download the installation file for RADIUS 4.0, please visit DEP's RADIUS website at: <http://nj.gov/dep/aqpp/radius.html>.

How do I certify?

Paper or Online Submittal

Certification is no longer handled within the RADIUS application itself. If an emission statement or permit application is going to be submitted by postal mail, a paper certification is required. The form for this certification is available online on the Air Quality Permitting Program (AQPP)'s "Air Applications and Forms" page at: <http://nj.gov/dep/aqpp/applying.html>.

If the RADIUS file is submitted through DEP Online, certification is done in the online system the same way it is done for other DEP Online applications, such as General Permits. The main difference here is that for major source (Title V) facilities, in order to comply with CROMERR, submittal of a Radius Certification Authorization form to DEP is required before a user can access the certification page of an online RADIUS submittal.

Radius Certification Authorization Form

The RADIUS Certification Authorization Form is only required for individuals at major source (Title V) facilities who wish to submit RADIUS files online. It is not required for minor source online submittals, or for major or minor source submittals sent via postal mail, since those are not subject to CROMERR.

Prior to submission of this form, users must have an account in DEP Online. A user with a DEP Online account can begin a RADIUS submittal prior to the Certification Authorization Form being processed, but if the submittal is for a major source facility, the certification page will not be accessible to the user until the form is submitted to and processed by DEP.

This form can also be downloaded from the AQPP forms website at: <http://nj.gov/dep/aqpp/applying.html>.

AQPP Air Quality Permitting Program
RADIUS Certification Authorization Form

This certification authorization is required to satisfy the federal reporting requirements of EPA's Cross-State Air Quality Rulemaking (CROMERR). Users who wish to complete major source (Title V) RADIUS Emission Statement submittals and Operating Permit applications via NJDEP Online must fill out this form and submit it to NJDEP in order to obtain the authorization necessary to certify the submittals.

This Certification Authorization Form is only required for individuals at major source (Title V) facilities who wish to submit RADIUS files online. It is not required for minor source submittals, or for major or minor source submittals sent via postal mail, since those are not subject to CROMERR.

Prior to submission of this form, users must create a User ID and User Profile in NJDEP Online. Please provide the information requested on this form, sign, and mail or fax to:

NJDEP Air Quality Permitting Program
ATTN: RADIUS Certification
Mail Code 401-02
P.O. Box 420
Trenton, NJ 08625-0420
FAX: (609) 292-1028

Please note that Section B of this form is for Responsible Official access and Section C is for Individual With Direct Knowledge access. Section B should only be filled out by a Responsible Official as defined on the following page.

Part A. Certifier Information

Note: All fields are required. If any information is not provided, the form may be rejected as incomplete by DEP.

NAME	ORGANIZATION	TITLE
PRINTING ADDRESS		
PERSONALITY NUMBER	EMAIL ADDRESS	DEP ONLINE USER ID

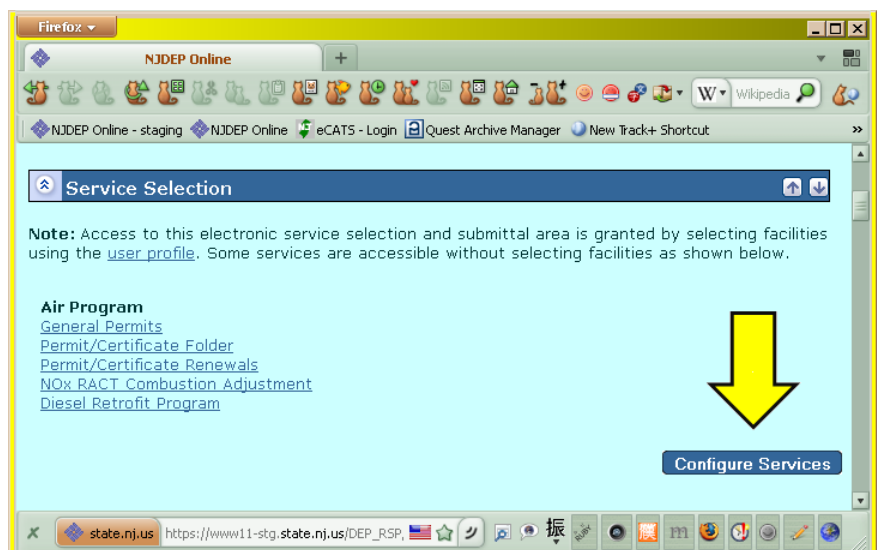
1. Submittal of this form is required for DEP Online use only.

How do I set up DEP Online?

Setting up the RADIUS File Submittal Service in DEP Online

In order to submit anything in DEP Online, you first need to set up an account. If you do not have one already, please visit <http://www.njdeponline.com/> and follow the instructions available on the page to register and create your account.

Since the RADIUS File Submittal Service is a new feature of DEP Online, you will have to add it to your My Workspace page, even if you already have a DEP Online account. To do this, after logging in and proceeding to My Workspace, scroll to the "Service Selection" section of the page and click on the "Configure Services" button as shown to the right.



Check the box next to RADIUS File Submission (underneath the Air Program heading), and then click on the OK button at the bottom of the screen.



Solid and Hazardous Waste

- ☐ Vehicle Registration Renewal
- ☐ eWaste Annual Report
- ☐ eWaste Collection Plan
- ☐ eWaste Renewal Registration

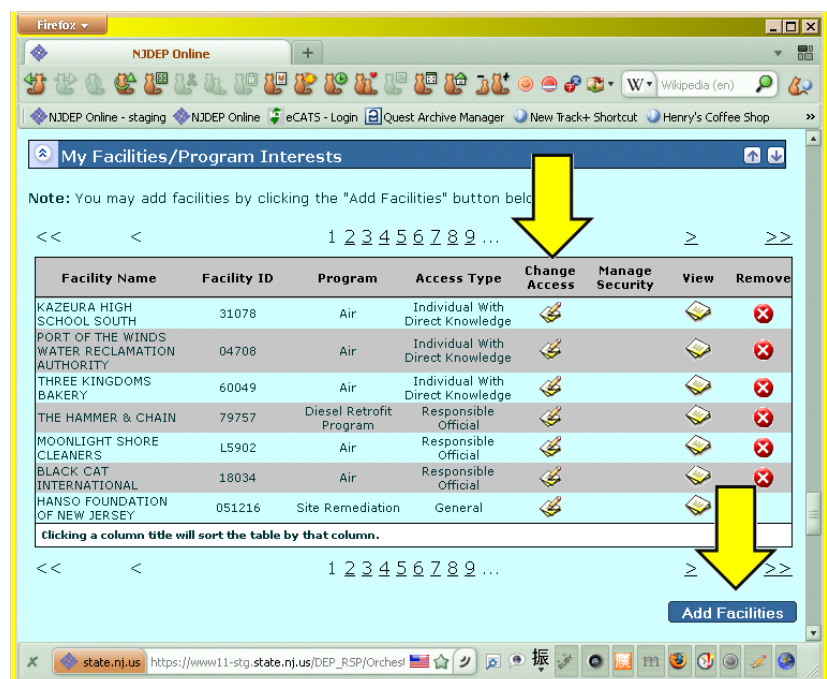
Air Program

- ☒ RADIUS File Submission
- ☒ General Permits
- ☒ Permit/Certificate Folder
- ☐ Excess Emission Monitoring Performance Reports (EEMPR)
- ☐ Periodic Compliance Certification
- ☒ Permit/Certificate Renewals
- ☒ NOx RACT Combustion Adjustment
- ☒ Diesel Retrofit Program

“RADIUS File Submission” will now appear under the Air Program section of your My Workspace page, and you are able to begin a submittal.

Facility Setup

Before you begin a submittal, you should check to ensure that your facility is listed in the My Facilities/Program Interests section of your My Workspace page, and that you have the appropriate access level (i.e., *Individual With Direct Knowledge* or *Responsible Official*). If the facility is not present, you can add it by clicking on the “Add Facility” button at the lower right of the grid. If your access level needs to be changed (e.g., from *Individual With Direct Knowledge* to *Responsible Official*), click on the icon in the Change Access column of that facility’s row, and follow the instructions on the subsequent screens.



Note: You may add facilities by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
KAZEURA HIGH SCHOOL SOUTH	31078	Air	Individual With Direct Knowledge				
PORT OF THE WINDS WATER RECLAMATION AUTHORITY	04708	Air	Individual With Direct Knowledge				
THREE KINGDOMS BAKERY	60049	Air	Individual With Direct Knowledge				
THE HAMMER & CHAIN	79757	Diesel Retrofit Program	Responsible Official				
MOONLIGHT SHORE CLEANERS	L5902	Air	Responsible Official				
BLACK CAT INTERNATIONAL	18034	Air	Responsible Official				
HANSO FOUNDATION OF NEW JERSEY	051216	Site Remediation	General				

Clicking a column title will sort the table by that column.

Add Facilities

Once both of these things have been completed, you are ready to begin the actual submittal process.

How do I submit?

Step-by-Step Guide to the Submittal Process

Begin the Submittal: When you are ready to submit a RADIUS 4.0 permit application or emission statement file and you have configured your DEP Online Workspace page as described above, begin the RADIUS file submittal service by clicking on the “RADIUS File Submission” link under the Air Program heading of the Service Selection section of the My Workspace page.

Facility Selection: The first step of the submittal process is the Facility Selection screen. Choose the facility associated with the submittal by clicking on the icon in the “Access Facility” column of the row of the corresponding facility. This should be the same facility that is entered in the Facility Profile section of the RADIUS application.

Service Selection

Note: Access to this electronic service selection is available using the [user profile](#). Some services are accessible only to certain user profiles.


Air Program
[RADIUS File Submission](#)
[General Permits](#)
[Permit/Certificate Folder](#)
[Permit/Certificate Renewals](#)
[NOx RACT Combustion Adjustment](#)
[Diesel Retrofit Program](#)

Facility	Facility ID	Municipality	Access Type	Access Facility
KAZEURA HIGH SCHOOL SOUTH	31078	North Hanover Twp	Individual With Direct Knowledge	
PORT OF THE WINDS WATER RECLAMATION AUTHORITY	04708	Hoboken City	Individual With Direct Knowledge	
THREE KINGDOMS BAKERY	60049	Egg Harbor Twp	Responsible Official	
MOONLIGHT SHORE CLEANERS	L5902	Fort Lee Boro	Responsible Official	
BLACK CAT INTERNATIONAL	18034	Hackensack City	Responsible Official	

Facility Selection screen

RADIUS File Upload: The next screen that appears is the RADIUS File Upload screen. On this screen, you will enter some information about the RADIUS file that you are uploading, and upload the file. There are three drop-down boxes under the heading “Submission Information.”

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My Workspace
User Profile
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Permit Folder

Version: 5.0
 Currently logged in: Maxwell's Silver Hammer (LITH)

L5902
 MOONLIGHT SHORE CLEANERS

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1 - Facility Selection

2 - Upload RADIUS File

3 - Attachment Upload

4 - Certification

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Please Note
 You may click on a previously visited page (above) to navigate back to that screen.

SUBMISSION INFORMATION

Please indicate the nature of the submission:

Preconstruction Permit Application

Is this an initial submission or a revision to a previous application/submission?

New Application/Submission

If this is a revision to a previous application/submission, has the RADIUS file been modified since the previous submission?

[Greyed Out]

UPLOAD RADIUS FILE

Please use the browse button below to select the RADIUS file that you wish to submit. Once you have selected the file, please click the Upload button below to upload your file.

RADIUS File Upload Screen

The first drop-down is to indicate the type of submittal (*Emission Statement*, *Preconstruction Permit Application*, or *Operating Permit Application*). The second and third drop-down only apply to permit applications, and will be disabled (“greyed out”) if you select Emission Statement in the first box. The second box is to indicate whether the application is a new submittal, or a revision to a previously submitted file (i.e., revised application).

 **NOTE:** *Do not confuse a revised application with an application to revise or modify a permit.*

The third box only applies if the application is a revision to a previously submitted application, and asks if the RADIUS file was modified or not since the last submittal. A case in which the RADIUS file itself is not modified but the application is being revised would occur when there is a modification to an important attachment, which is uploaded later on in the process. Even in cases in which the RADIUS file was not modified, the original RADIUS file must still be uploaded on this screen in order to continue to the next screen.

After these selections have been made, use the “Browse...” button to locate the RADIUS file prior to clicking on the Continue button. If the file is the correct format and the facility information and submittal type match your selections, a confirmation screen will appear like the one shown below this

paragraph. If there is a problem, a screen will appear with an error message indicating what is wrong. Some common errors that you may encounter are described further below.

The screenshot shows the NJDEP online portal interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and the NJDEP logo. The main navigation menu includes 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The user is logged in as 'Maxwell's Silver Hammer (LJUTH)' with the facility ID 'L5902'. The page title is 'UPLOAD CONFIRMATION'. It displays the information referenced in the uploaded RADIUS file: Facility Name (MOONLIGHT SHORE CLEANERS), Facility ID (L5902), Activity Class (Preconstruction Permit), and Activity Type (Construction of New Source). A 'Continue' button is visible at the bottom right. A 'Please Note' section on the left advises users to click on a previously visited page (above) to navigate back to that screen.

Successful Upload

Some Example Error Messages

ERROR

The submittal type contained in the RADIUS file does not match the submittal type selected on the previous screen.

The submittal type in the RADIUS file is: Preconstruction Permit

The submittal type you selected is: Emission Statement

Please click on the Return button to return to the RADIUS File Upload page.

The submittal type selected under "Submission Information" (Emission Statement, Preconstruction Permit, or Operating Permit) does not match that of the RADIUS file you have uploaded.

ERROR

The Facility ID contained in the RADIUS file does not match the Facility ID selected on the Facility Selection screen.

The Facility ID in the RADIUS file is: 18034

The Facility ID selected earlier is: 50512

Please click on the Return button to return to the RADIUS File Upload page.

The Facility ID that you selected on the Facility Selection screen does not match the Facility ID entered in the Facility Profile section of the RADIUS file.

ERROR

The file you attempted to upload is not the correct format. Make sure you are using the most recent release of RADIUS (version 4.0 or higher), and that you used "File > Submit" to generate the file.

You have attempted to upload a file that is not a RADIUS 4.0 file. This will appear if you try uploading a Submit file generated using RADIUS v. 3.5 or earlier, in addition to files of other types.

ERROR

The file you attempted to upload is not the correct format. Make sure you are using the most recent release of RADIUS (version 4.0 or higher), and that you used "File > Submit" to generate the file.

For assistance, please contact the NJDEP at portalcomments@dep.state.nj.us.

To return to the Upload RADIUS File page, please click the Return button below.

You have attempted to upload a file created using the Export feature of RADIUS 4.0 (rather than the Submit feature). <OR> You have renamed an emission statement Submit file before uploading and the system does not recognize it.

ERROR

The RADIUS version used to generate the file is no longer accepted. Please use RADIUS Version 4.0.09 to generate the RADIUS file.

For assistance, please contact the NJDEP at portalcomments@dep.state.nj.us.

RADIUS Version: Version 4.0.05

To return to the Upload RADIUS File page, please click the Return button below.

You have attempted to upload a file with an older version of RADIUS than the currently accepted version. Check the RADIUS website to see what the most recent version is.

Note about revised emission statement submittals: When an emission statement is submitted, the system extracts the Emission Reporting Year from the RADIUS file in order to determine where to file the submittal in DEP’s database. When importing an emission statement for a year in which a submittal already exists, you will receive a notification on the Upload Confirmation screen indicating that an emission statement submittal already exists for the reporting year in the file, and asking if you want to import the file as a revision to the existing emission statement submittal.

Revised Emission Statement Confirmation

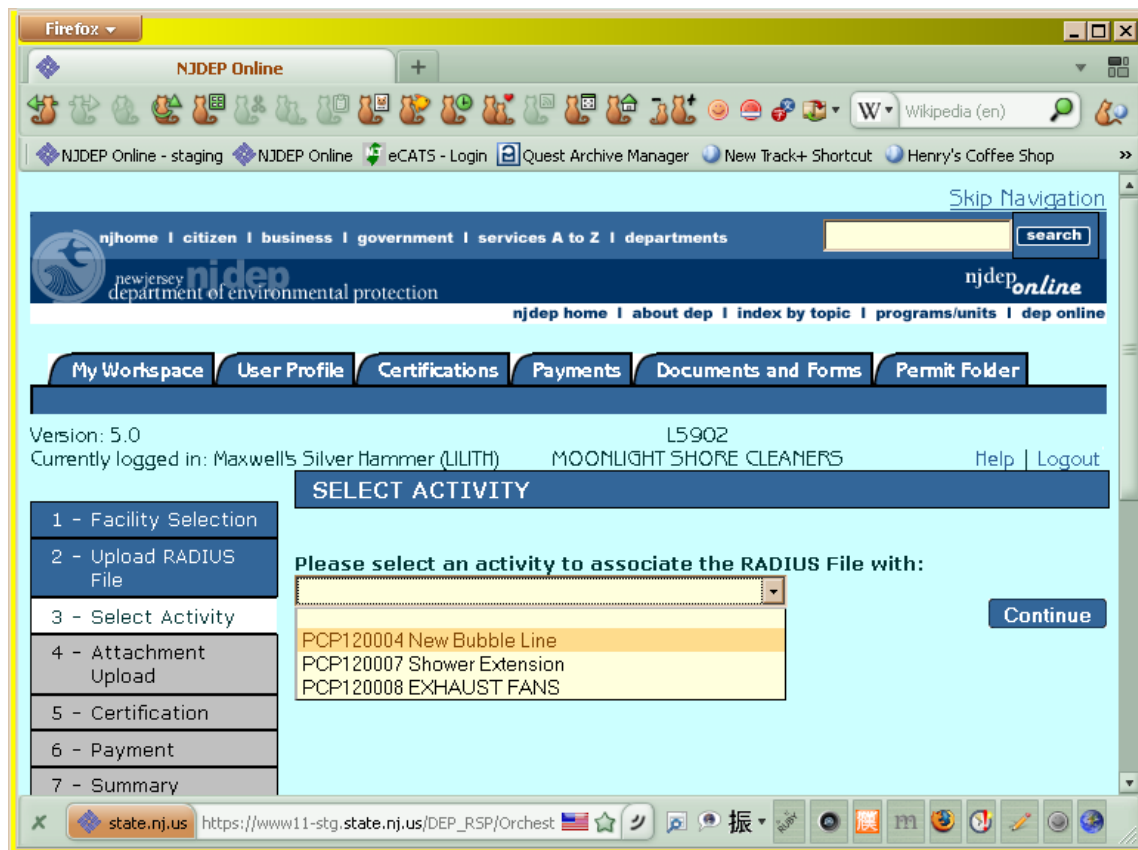
In such a case, you should click “Yes” to upload the file as a revision to the existing emission statement, or “No” to cancel the upload. Clicking “No” will bring you back to the previous screen where you can upload a different file.

Select Activity (for Revised Applications only):

NOTE: This section of this document only applies to users submitting revised permit applications. For other submittal types, the user will not see this screen, but will immediately proceed to the Upload Attachments screen instead.

If your submittal is a revision to a previously submitted permit application, the next screen you will see after the Upload Confirmation screen is the “Select Activity” screen, on which you choose the previously submitted application (called an “Activity”) with which to associate the revised application. On this screen is a dropdown from which you can choose the appropriate application from a list of eligible items. Note that the list will only contain applications of the same type as that of the

document you uploaded (e.g., *Construction of New Source*, *Permit Revision*, etc.), and it will only include applications which have gone through the screening process at NJDEP. In practical terms, this means that you will generally need to wait about one business day after submitting a new application in order to submit a revision to that same application.



Select Activity screen

Select the application you are revising from the list, and then click on the “Continue” button to proceed. The name appearing next to the Activity ID in the list is the name that was given by the applicant to the original RADIUS application found in that activity.


Attachment Upload: Any attachments that are to be included as part of the application should be uploaded on the Attachment Upload screen. To upload a file on this screen, enter the name of the attachment (required) and a description (optional), and use the “Browse...” button to locate the file on your computer. Do this for each file, and then press the “Upload” button to upload the files. When the files have uploaded, they will appear in the section at the bottom of the screen with the heading “Uploaded Attachments,” as shown in the screenshot on the next page.

NOTE: Be sure to click on the “Upload” button to upload the attachments prior to clicking on the “Continue” button. If you do not do so, the attachments will not be included in your submittal.

You can upload a maximum of 10 files with a total combined file size of 5 MB.

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ATTACHMENT UPLOAD

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Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Upload New Attachments

Maximum File Size: 1 Mb
Maximum Files to Upload: 10
Allowed Attachment Types: xls,txt,doc,rtf,pdf,ppt,jpg,gif,png,tif,zip,docx,pptx,xlsx

Note: The "Upload" button must be pressed after the files for uploading are specified before the "Continue" button is pressed to advance to the next step in the submittal process.



*Attachment Name:	Description:	*File:	
			Browse...
			Browse...
			Browse...
			Browse...
			Browse...

** Required*

Note that if the total size of all attachments to be uploaded exceeds 5Mb, all files will fail to upload when clicking the Upload button. Please verify the desired files are listed in the Uploaded Attachments section below before attempting to Continue.

Upload

Uploaded Attachments

Attachment Name	Description	File	Remove
plot plan 2012	facility plot plan showing emission points	plot plan 2012.png	
emission calculations	Excel spreadsheet showing calculations	complex calculations.xlsx	

Continue

A successfully uploaded attachment appears in the Uploaded Attachments section.


Note that if you previously selected to submit a revision to an application in which there is no change to the RADIUS file, at least one attachment is required and you will not be able to proceed past this screen until you have uploaded at least one file. For all other submittal types, attachments are optional.

Certification: The RADIUS application must be certified by both *Individual With Direct Knowledge* ("IWDK") and *Responsible Official* ("RO") before it can be submitted to DEP. In many cases, the IWDK and RO will both be the same person.* The level of access you have for the facility determines which certifications you are able to complete. On the certification page, this is indicated by a blue ribbon icon in the column labeled "Certify Electronically," as shown in the following image.

* What constitutes a Responsible Official is defined by regulations in N.J.A.C. 7:27-1.4. Please consult the regulations (available online at http://www.nj.gov/dep/rules/nj_env_law.html) if you are unsure who is qualified to act as Responsible Official.

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Version: 5.0
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CERTIFICATION - SINGLE SUBMISSION SUMMARY

145651 - Preconstruction Permit Application

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
✓		Individual With Direct Knowledge	Not Certified	No Notifications Sent			
✓		Responsible Official	Not Certified	No Notifications Sent			

Clicking a column title will sort the table by that column.

[Send Notifications](#) | [Add Certification Type](#) | [Continue](#)

Please Note

You may click on a previously visited page (above) to navigate back to that screen.


Click on the blue ribbon to complete the corresponding certification.

Certification for RADIUS submittals works exactly like certification for other DEP Online air services (such as General Permits), so this screen may look familiar if you have prepared those types of submittals before. Click on the blue ribbon and enter your PIN on the following screen to certify the submittal.

If an individual other than the person who prepared the application needs to certify the submittal, he or she can reach the certification page by clicking on the blue “Certifications” tab at the top of the screen after logging in to DEP Online. This person can also view a PDF file containing the information in the submittal prior to certifying. This is done from the page on which the certification PIN is entered. After clicking on the blue ribbon on the screen shown above, the user would then click on the icon in the View column (shown in the image to the right) to open a page with a link to a PDF document of the information being submitted.

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Version: 5.0
 Currently logged in: Maxwell's Silver Hammer (LJLTH) 60049 THREE KINGDOMS BAKERY

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CERTIFICATION - SINGLE APPLICATION - INDIVIDUAL WITH DIRECT KNOWLEDGE

Service ID	Submittal Type	Creation Date	View
145204	Air Program - RADIUS File Submission - RADIUS File	08/27/2012	

Certification of the Individual With Direct Knowledge

"I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Name of Certifying Party: Maxwell's Silver Hammer

User ID of Certifying Party: LJLTH

***Certification PIN:** (Case-Sensitive)

** Required*

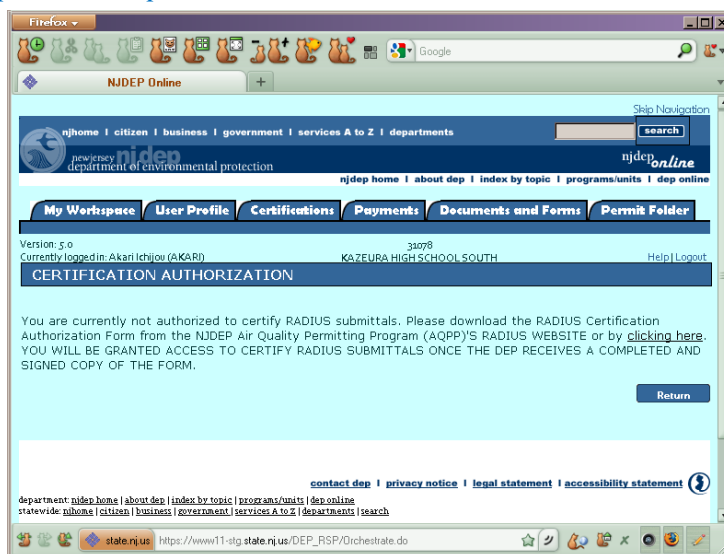
Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

[Certify](#) | [Forgot Certification PIN](#) | [Send Notifications](#) | [Cancel](#)

More detailed information on certifying DEP Online submittals can be found on AQPP's Online Permitting Help page at: <http://nj.gov/dep/aqpp/onlinehelp.html>.

After both certifications are complete, the Continue button will be enabled (and thus appear blue rather than gray). **You must click on this to complete the submittal.**

Note that if you are submitting a permit application or emission statement for a Title V facility and did not submit the RADIUS Certification Authorization form described towards the beginning of this document, you will not yet be able to certify, and a screen like that to the right will appear instead of the certification screen.



Payment (for qualifying permit applications):

NOTE: This section of this document only applies to permit applications that have online payment available. A payment screen will not appear for emission statement submittals, applications without fees, or permit applications with complex fee calculations that cannot be made by the online system.

The following table indicates which submittal types can be paid online. For those types that can be paid online, a payment screen will appear immediately after the certification page.

Submittal Type	Online Payment	Fee Type
Operating Permit Applications:		
Initial Operating Permit	YES	equipment-based fee
5-Year Renewal	NO	manual calculation & assessment
Modification (Minor or Significant)	NO	manual calculation & assessment
Administrative Amendment	(N/A - no fee)	
7-Day Notice Change	(N/A - no fee)	
Environmental Improvement Pilot Test (Initial)	YES	flat fee
Environmental Improvement Pilot Test (Renewal)	YES	flat fee
Preconstruction Permit Applications:		
Construction of New Source	YES	equipment-based fee
Permit Revision	YES	equipment-based fee
Amendment	YES	flat fee
Compliance Plan Change	YES	flat fee
7-Day Notice Change	YES	flat fee
Environmental Improvement Pilot Test (Initial)	YES	flat fee
Environmental Improvement Pilot Test (Renewal)	YES	flat fee
Emission Statements:		
Electronic Emission Statement Submittal	NO	

Bills will be generated manually by DEP staff for operating permit modifications, operating permit 5-year renewals, and emission statements. A payment screen will not appear for these submittal types, and you will instead proceed directly to the Submission Confirmation page described in the next section of this document.

For the permit application types payable online, a Payment Summary screen will appear, indicating the cost of the application. In the case of a revised application, the system will deduct any amount already paid from the total amount due. Payment can be made immediately via credit card* or e-check, or a bill can be generated and sent to a specified billing party.

The screenshot shows the NJDEP Online Payment Summary screen. The browser is Firefox. The page has a header with navigation links: njhome, citizen, business, government, services A to Z, departments. Below this is a search bar. The main navigation bar includes: My Workspace, User Profile, Certifications, Payments, Documents and Forms, Permit Folder. The user is logged in as Maxwell's Silver Hammer (LILTH) with ID 31078. The page title is PAYMENT SUMMARY. On the left is a sidebar with a list of steps: 1 - Payment Summary, 2 - Payment Details, 3 - Review Payment Information, 4 - Payment Confirmation. Below this is a 'Please Note' box. The main content area shows a table of charges. The table has columns: ID, Facility ID, Facility Name, Program, Service, Type, Creation Date, Amount. The table contains one row of data for KAZEURA HIGH SCHOOL SOUTH. At the bottom right of the table is a 'Total' of \$2,575.00. Below the table are buttons for 'Pay via Credit Card', 'Pay via eCheck', 'Bill Me', and 'Return'.

ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount
145589	31078	KAZEURA HIGH SCHOOL SOUTH	Air Program	RADIUS File Submission	RADIUS File	10/02/2012	\$2,575.00
							Total: \$2,575.00

Clicking a column title will sort the table by that column.

Buttons: Pay via Credit Card, Pay via eCheck, Bill Me, Return

Payment Summary screen

After entering the associated payment information on the ensuing screens, a payment confirmation page should appear indicating that the payment was successful. At this point, the submission is complete. You can click on the Continue button at the bottom right of this screen to view the Submission Confirmation page, which is described in the next section of the document. Note that the submission will still complete properly if you do not do this, and you can always access the

* Credit card payment is not available for applications if the cost exceeds \$5,000.00. Either the e-check or Bill Me option must be used in these cases.

Submission Confirmation page later on from your My Workspace page. This is explained further in the next section of the document.

Skip Navigation


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My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder

Version: 5.0 31078
Currently logged in: Maxwell's Silver Hammer (LILITH) KAZEURA HIGH SCHOOL SOUTH Help | Logout

PAYMENT CONFIRMATION

Printer Friendly Version

Your transaction was a **SUCCESS**. Please print this page for your records.

Payment Details

Confirmation Number: 90001-183102570
Transaction Date: 11/03/2012
User Name: Maxwell's Silver Hammer

Payment Items

Charges:

ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount
145589	31078	KAZEURA HIGH SCHOOL SOUTH	Air Program	RADIUS File Submission	RADIUS File	10/02/2012	\$2,575.00
Total:							\$2,575.00

Clicking a column title will sort the table by that column.

Payment Type

Bank Routing Number:	*****1360	Contact Name:	Akari Ichijou
Account Number:	*****43210	Contact Phone #:	5551234567
		Contact Email:	akari@kazeurasouth.edu
Account Type:	Savings		


Payment Confirmation screen

Submission Confirmation: The Submission Confirmation page will appear upon clicking the Continue button on either the Certification screen (for submittals that do not include online payment) or the Payment Confirmation screen. The Submission Confirmation screen contains some general information about the submittal, as well as a link to a PDF document that contains all of the information included in and submitted with the RADIUS file.

This screen can also be accessed from the My Workspace screen any time after uploading the RADIUS file. This can be done by clicking on the icon in the “Summary” of the corresponding row under either “My Services – In Progress” (if the submittal is not yet complete) or “My Services – Submitted” (if the submittal process has been completed).

Skip Navigation

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njden
 new jersey
 department of environmental protection

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[My Workspace](#) | [User Profile](#) | [Certifications](#) | [Payments](#) | [Documents and Forms](#) | [Permit Folder](#)

Version: 5.0
 Currently logged in: Maxwell's Silver Hammer (LILITH) 31078 KAZEURA HIGH SCHOOL SOUTH [Help](#) | [Logout](#)

SUBMISSION CONFIRMATION [Printer Friendly Version](#)

Your RADIUS file has been successfully submitted to the NJDEP.

Selected Facility Name: KAZEURA HIGH SCHOOL SOUTH
Selected Facility ID: 31078
Submittal Type: Preconstruction Permit Application - Revised - (Construction of New Source)

[Click here](#) to access the pdf version of the information submitted in the RADIUS file.

Certification

"I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Certifier: Maxwell's Silver Hammer **Certifier ID:** LILITH **Date:** 11/02/2012

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

Certifier: Akari Ichijou **Certifier ID:** AKARI **Date:** 11/03/2012

Payment Information

Status: Paid
Confirmation Number: 90001-183102570
Payment Amount: \$2,575
Payment Date: 11/03/2012
Payment Method: Pay via eCheck

[Return](#)

**File
Information**

Certifications

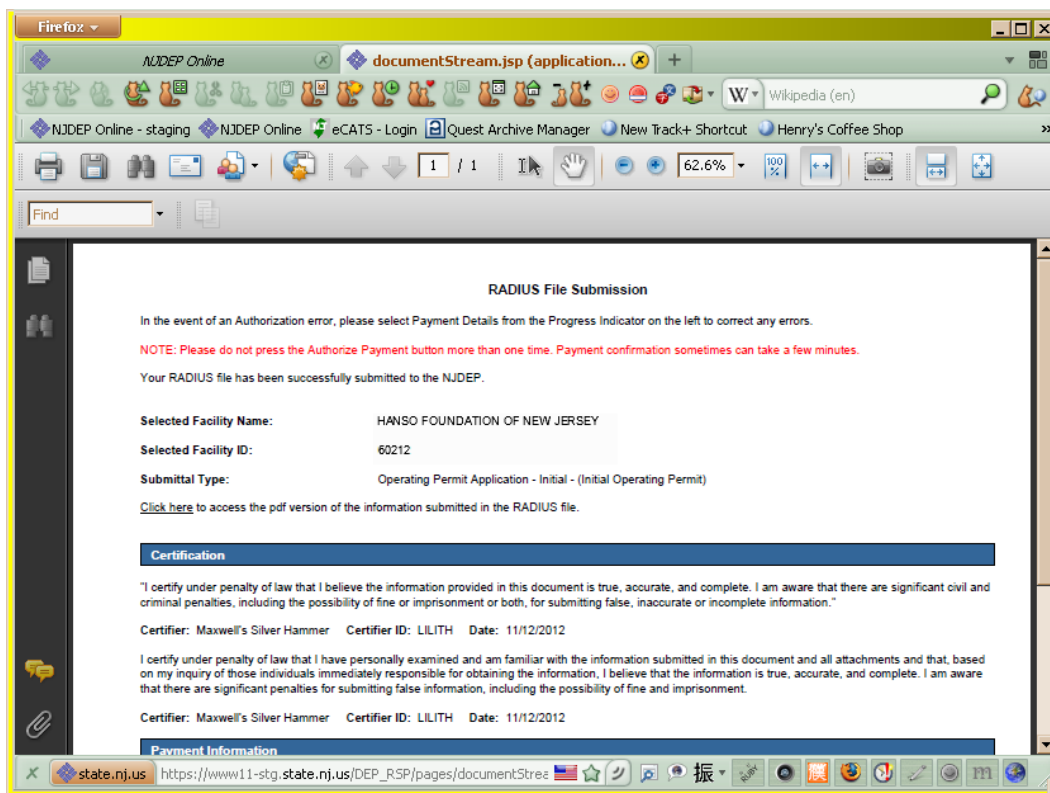
**Payment
Information**

Submission Confirmation screen

My Services - Submitted							
<p>Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to Portalcomments@dep.state.nj.us for assistance. Please include the Service ID number of the failed submittal in the message.</p>							
<< < 1 2 3 4 5 6 7 8 9 ... >>							
ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	Summary History PDF
145589	Preconstruction Permit Application	KAZEURA HIGH SCHOOL SOUTH	RADIUS File Submission	Submission Successful	10/02/2012	11/03/2012	  
145575	Emission Statement	KAZEURA HIGH SCHOOL SOUTH	RADIUS File Submission	Submission Successful	10/01/2012	10/19/2012	  
144754	Preconstruction Permit Application	MOONLIGHT SHORE CLEANERS	RADIUS File Submission	Submission Successful	09/19/2012	10/17/2012	  
143282	REIMBURSEMENT APPLICATION	THE HAMMER & CHAIN	Reimbursement Application	Submission Successful	07/19/2012	10/19/2012	 
142755	Mr. Bubble	MOONLIGHT SHORE CLEANERS	GP-013 Non-Hap Drycleaning Equipment	Submission Successful	06/10/2012	06/10/2012	 

The Submission Confirmation screen can also be accessed from My Workspace.

Note that the PDF icon in the “My Services – Submitted” section is not a direct link to the PDF file containing the RADIUS submittal information, but rather a PDF version of the Submission Confirmation screen. The file does contain a link to the PDF file of the RADIUS information, however.



Submittal PDF opened from “My Services – Submitted”

Where can I get help?

Useful Links:

RADIUS homepage: <http://nj.gov/dep/aqpp/radius.html>

DEP Online homepage: <http://www.njdeponline.com>

AQPP Online Permitting Help page: <http://nj.gov/dep/aqpp/onlinehelp.html>

For Further Assistance:

For technical issues with DEP Online, please send an e-mail to Portal.Comments@dep.state.nj.us with as much detail about the issue as possible. Please include the Service ID number in the message.

For technical issues with RADIUS software, please call the RADIUS Help Desk at (609) 633-7259.

For permitting questions or assistance with how to prepare a permit application, please call the Permitting Main Line at (609) 633-2829

For help with emission statement submittals, please call the emission statements Help Desk at (609) 984-5483.